

2/23/09

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Christine Joyce

From: Frank Widmayer
Sent: Monday, February 09, 2009 2:10 PM
To: Dean Charter; Manager Department
Cc: Dayle MacGillivray; Robert Cowan
Subject: RE: Acton Garden Club plant sale

I have reviewed the application submitted by the Acton Garden Club for their plant sale on May 16.

I have no objection to the request.

If they need parking restriction signs for the event I would ask that they contact the department safety officer Bob Cowan approximately one week prior to the event.

Frank J. Widmayer III
Chief of Police
(978) 263-2911

From: Dean Charter
Sent: Monday, February 09, 2009 1:49 PM
To: Manager Department
Cc: Frank Widmayer; Dayle MacGillivray
Subject: Acton Garden Club plant sale

I have just received the attached request from the Acton Garden Club to use the Town Common and other public space for their plant sale., This is a routine request, and I recommend approval.

Regards,

Dean A. Charter
Municipal Properties Director

2/9/2009

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Municipal Properties Director

2/9/2009

The Acton Garden Club Inc.
P.O. Box 2137
Acton, MA 01720-6137

February 5, 2009
Dean Charter
Director of Municipal Properties
472 Main Street
Acton, MA 01720

Dear Dean,

Thank you for meeting with us this week to discuss plans for the upcoming Plant Sale. We are requesting permission to hold our annual sale, Saturday, May 16, on the Acton Center Monument Lawn. Setup would begin at 6AM and we expect to finish with the cleanup by 3PM. We would also like to place 2 sandwich boards signs on the monument lawn about 14 days prior to May 16 to advertise the sale.

We are also requesting temporary use of the Red House across from the lawn to process our plants before the sale. This includes the drop off of plants from our members, and the labeling, pricing, and storing of the plants. This takes place the week before the sale on Tuesday, Wednesday and Thursday, approximately 4-5 hours a day. We would use one bay of the garage, the basement, and the fenced area in back of the garage. It would immensely facilitate our early morning setup on Saturday. We will be sure to leave all the facilities cleaner than they are now!

Thank you in advance for your cooperation. We appreciate the town's support of our major fundraiser.

Sincerely,



Plant Sale Co-Chairs

Stephanie Reid
336 Annursnac Hill Rd.
Concord MA 01742

Mike Svoboda
147 High St.
Acton MA 01720